



WEEKLY ACTIVITIES REPORT

December 15, 2023

Good afternoon,

On December 11th, 2023, the Mayor and Council held their last meeting of the year. This has been a very productive year for the City. Our employee Christmas luncheon was also held last week, as well as the Christmas Festival, and both events were well-attended. Thanks to all employees involved for a job well done.

The Wildflower Garden and Municipal Court parking lot projects are almost completed. The Wildflower Garden provides an outdoor greenspace for those who live in the E Robinson Avenue area. The new parking lot will provide much-needed parking space for court and other City functions.

Last week, our City purchased 17.4 acres of land on Hardy Drive for future expansion of Grovetown.

City offices and services will close at noon on Friday, December 22nd, 2023, and will remain closed until Wednesday, December 27th, 2023, at the normal business hour. This is in observance of the Christmas holiday.

We continue to receive positive feedback on our holiday lights and decorations. Thanks to Columbia County Commissioner Alison Couch, who also requested decorations for the Columbia County Library located next to City Hall.

Jennifer Hayes from U.S. Congressman Rick Allen's office visited City Hall on Monday to meet with several citizens in the community who are seeking assistance from Congressman Allen's office. We appreciate Jennifer taking the time to visit.

Our Streets and Sanitation Department and Code Enforcement are issuing notices for rough trash violations. Please do not place your waste in the street. Bulk and yard waste pickup from the City occurs every other week in your area. If you do not have a bulk and yard waste pickup schedule, please contact Utility Billing at 706-863-4576, ext. 450, and you will be advised on how to receive one. Do not place rough trash out for pickup if it is not your scheduled week. The

City will not pick up excessive piles of trash (see guidelines on your bulk and yard waste schedule). Trash must be placed at your address. Do not haul trash across town to dump it on someone else's property. Please help us keep our City clean. Employees are still on the lookout for trash being brought into the City and dumped on the sides of City streets. If you notice anyone dumping, please notify the General Services Dept. at 706-863-4576, ext. 319.

Please be aware that there is an ordinance against illegal parking and this ordinance is being enforced. Also be aware that our City has a tree ordinance. Before cutting a tree, please contact Planning and Community Development for guidance on this matter.

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com/jobs.

Human Resources

Personnel Count

- 155 full-time number authorized
- 132 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (23)

- 1 Human Resources Technician
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 1 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 8 ***positions to be advertised at a later date***
- 4 Part-Time Firefighter/EMT

Hiring Actions

- 1 Firefighter/EMT – Fire Rescue started on 12/11/2023
- Interviewed 1 applicant for Police Cadet – Police Dept. on 12/11/2023
- 1 conditional job offer extended to 1 applicant for Police Cadet – Police Dept. on 12/11/2023
- 1 Firefighter/EMT – Fire Rescue started on 12/12/2023
- Interviewed 4 applicants for Light Equipment Operator – Streets and Sanitation Dept. on 12/13/2023

Worker's Comp Claims

- 1 minor knee injury

Additional information

- Processed additional applications and preparing for interviews

- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
- Processing pre-employment paperwork and backgrounds on several potential employees
- Preparing conditional job offers for several applicants
- Presented 2024 holiday change to City Council for approval

Police Department

- Police Dept. arrested 7 subjects during this period:
 - 1 for DUI (Driving Without a License and Failure to Dim Lights)
 - 2 for Grovetown Bench Warrants (Possession of Marijuana, Speeding, and Suspended License)
 - 1 for Enticing a Child for Indecent Purposes and Possession of a Firearm During Commission of a Crime
 - 2 for Trespassing
 - 1 for Terroristic Threats
- Happy birthday to Lt. Robert Cross
- Hosted a child passenger safety seat technician course on 12/14 and 12/15
- Criminal Investigation Division had 1 case assigned and closed 5 cases
- Criminal Investigation Division conducted a proactive operation which resulted in the arrest of 1 subject for Enticing a Child for Indecent Purposes, seized 1 firearm, and 1 vehicle.
- K9 Unit:
 - Initiated 19 traffic stops and issued 5 citations and 17 warnings.

Fire Rescue

- Fire Rescue responded to 22 calls:
 - 17 medical
 - 5 fire
- Conducted weekly duties around stations
- Continued to train at the CCFR Training Center on firefighter survival and rescue
- Conducted training on various topics to complete training requirements for the year

General Services

Leisure and Recreation

- General Services: Cleaned shop, offices, and City vehicles
- Kiddie Park: Cleaned culvert ditch
- Liberty Park: Cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- Courthouse: Pulled weeds and trimmed back monkey grass at Courthouse
- Grovetown Trails at Euchee Creek: Cleaned trails and trimmed trees
- Made weekly park rounds and watered flowers throughout City, cleaned parking lots of City facilities, and mulched leaves at City parks
- Set up/broke down employee luncheon
- Set up/worked/broke down Christmas Festival

Fleet Maintenance

- **General Services**
 - OBD Leaf Vacuum: Repaired starter solenoid harness (E97)
 - Grappler: Replaced wiper motor and repaired coolant leak (E107)
 - Ford F-250 Utility Truck: Routine maintenance (V129)
 - Bandit Chipper: Replaced battery and repaired charging system (E73)
- **Utility Services**
 - Ford F-250 Utility Truck: Routine maintenance (V131)
 - International Dump Truck MV607: Repaired ignition switch (V143)
- **Public Safety**
 - Ford Police Interceptor SUV: Routine maintenance (V260)
 - Ford Police Interceptor SUV: Repaired oil leak (V261)

Facility Maintenance

- Completed 19 work orders:
 - 6 at Liberty Park, 5 at Fleet Maintenance, 4 at City Hall, 2 at Courthouse, 1 at Streets and Sanitation Dept., and 1 at Fire Dept.

Streets and Sanitation Dept.

- Picked up 11 bags of litter on main thoroughfare
- Collected total of 30.65 tons of bulk and yard waste
- Completed 3 work orders
- Distributed 3 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Liberty Park and Newmantown Rd. in preparation for Christmas Festival.
- Used leaf vacuum truck to collect leaves throughout City
- Reported 2 streetlights to GA Power for repair

Leisure and Recreation Rental and Member Updates

- 3 new rental contracts and 6 returned with payment
- Facilities and fields were utilized a total of 39 hours

Upcoming Programs/Events

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM

Utility Services

Water Dept.

- Ran daily water route
- 35 locates
- 78 service orders
- 9 histories
- Repaired 1 leak in Northlake subdivision
- Flushed meter due to dirty water complaint in Summerfield subdivision
- Installed 4 new meters at Caroleton Townhomes
- Completed radio read and manual read meters
- Completed 5 TCB samples
- Cleaned all trucks

Stormwater Dept.

- Repaired storm drain ditch area on Railroad Ave.
- Inspected storm drainpipe on Howell St.
- Inspected storm drainpipe at Liberty Park
- Adjusted storm drain grate near KJ's Market
- Assisted Water Dept. with meter reading

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Conducted monthly safety checks
- Unclogged the lime hose system
- Performed monthly greasing of headworks
- Filled 3 dumpsters of sludge and sent to Waste Management
- Pulled motor from digester's aerator to rebuild
- Discharged 7.103 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- No residential issues or new permit applications were submitted

Information Technology

- Completed further troubleshooting of digital sign at City Hall and ordered appropriate parts
 - Daktronics believes this will resolve the issue as some connectivity was established
- Attended meeting with Pollock Capital for City's Konica Minolta business printers
 - Printers will be exchanged for newer models upon contract renewal
- Old City Hall server declared as surplus equipment
 - Began process to have server professionally destroyed
 - Certificate of Destruction will be issued verifying all sensitive data can never be recovered
- Calls for service volume moderately high at 20
 - Passwords and ERP Pro 10 issues led the way

Planning and Community Development

- City Council voted to adopt a new zoning code and map on **5/8** at 6PM in the Council Chambers. Video from the event is archived on the City's Facebook page. Follow this link to access the new documents on the City's website:
 - <https://cityofgrovetown.com/159/Zoning>
 - Citizens are encouraged to reach out with any questions to:
rkurtz@cityofgrovetown.com.
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West's monthly assembly on 12/12.
- Our Director met with Matthew Nelson, Director of Development for the Community Foundation for the CSRA, on 12/13 to discuss ways his group and the City can work together on shared goals.
- Our Director attended the Columbia County Chamber Government Affairs Committee's monthly meeting on 12/14.

- Our Director presented at the Ft. Eisenhower Community Partners' briefing on 12/15.
- 44 total building inspections

Meeting Update

- Planning Commission
 - 12/21 Meeting: No Agenda
- BZA
 - 1/4 Meeting: No Agenda

Code Enforcement Update

- 5 cases deemed in compliance
- 1 sign removed from ROW
- 1 response to civil concerns
- Inoperative/Abandoned Vehicles
 - 1 NOV
 - 2 warnings
- Parking Violations
 - 1 NOV
 - 2 warnings
- Property Maintenance
 - NOV
- Obstruction of ROW
 - 1 warning

DEVELOPMENT PROGRESS CHART

December 15, 2023

<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<u>Commercial</u>				
<u>Dunkin Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>Building permit issued</u>
<u>Residential</u>				
<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
<u>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>103</u>	<u>65</u>	<u>53%</u>	<u>1 C/O</u>
<u>Caroleton Phase 3 (103 townhomes)</u>	<u>54</u>	<u>45</u>	<u>44%</u>	<u>No change</u>
<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>6</u>	<u>13%</u>	<u>No change</u>
<u>Ferguson Farms</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>LDP issued;</u>

(100 Single Family Homes)				site work underway
Renovation Permits Issued	5			
New Construction Permits Issued	0			
Total Permits Issued	5			
New Business Licenses Issued: 2				
Renewal Business Licenses Issued: 37				

Public Information Officer

- Attended and photographed Christmas Festival
- Alerted public to 12/12 2nd Ave. roadwork via social media
- Highlighted City employees and local citizens via social media
- Updated bulletin board at City Hall
- Updated City website
- Created marketing materials for upcoming events
- Submitted January Mayor’s Corner newsletter to be printed
- Alerted public to 1/4/2024 Swearing-In Ceremony for newly elected officials
- Prepared materials for citizens to receive while being publicly recognized at 12/11 City Council meeting
- Attended and photographed 12/11 City Council meeting
- Informed public of 12/12 2nd Ave. roadwork cancellation via social media
- Updated bulk and yard waste guidelines documents for 2024
- Updated digital sign at City Hall
- Shared traffic updates from Columbia County via social media
- Alerted public to Liberty Park warming center via social media
- Assisted with local media inquiry
- Released list of qualified candidates for 2024 Special Election via City website and social media
- Alerted public to delayed Waste Management services on week of Christmas and New Year’s via social media
- Photographed 12/14 child passenger safety seat certification class
- Alerted public to holiday hours via City website and social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Child Safety Seat Check: 12/21 from 10AM-12PM at Municipal Court*
- *Swearing-In Ceremony: 1/4/2024 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 1/8/2024 at 6PM in the Council Chambers at City Hall*

Closing Comments

This past week at our employee luncheon, many awards were given to several superlative employees. My sincere appreciation goes out to all employees who work hard and show their daily commitment to the City by taking good care of the citizens and keeping the City safe and clean. Our litter detail is out every day making sure trash and debris is removed from our streets and rights-of-way. Our police and fire employees are protecting our lives and our property. Employees who work in the Utility Services Dept. make sure you have clean water and safe, efficient waste disposal. The employees working in the Streets and Sanitation Dept. maintain safe roads and provide the invaluable service of removing rough trash, leaves, and other debris. Our purchase of a Street Sweeper has automated the cleaning of streets, making our City look cleaner than ever before. Employees in Leisure and Recreation maintain parks and recreational areas, so our young citizens have a place to play in a safe and clean environment. When holding City events, their commitment to making memories for all of us is second to none. The employees in Planning and Community Development are committed to serving the public and making sure our City's growth is managed to always ensure the highest and best use of all property in our community. Code Enforcement Officers do their very best at working with citizens to get cooperation and compliance. Others in administrative positions at the Courthouse and City Hall do an outstanding job as well, ensuring compliance with all state rules and regulations. They make sure we are accountable to citizens for all funds that come into the City and that the City budget is monitored and managed in accordance with state law. Every department is working together to make Grovetown a great place to live, work and play.

Thank you,

Gary E. Jones, Mayor

